

Program A: Office of the Secretary

Program Authorization: R.S. 15:574.2-574.21; R.S. 821-840.2; R.S. 15:111; R.S. 46:1844(A)(3); Hayes Williams, et al v. John McKeithen, et al CA 71-98-B (M.D. La.)

PROGRAM DESCRIPTION

The mission of the Office of the Secretary Program is to oversee development and implementation of departmental policy and to give direction and lend support in the administration, control, and operation of departmental programs and other activities related to offenders placed in state custody by the courts.

The goals of the Office of the Secretary Program are:

1. Achieve and maintain American Correctional Association (ACA) accreditation departmentwide. In so doing, it is the intent of the department to demonstrate that the department can govern itself without the federal court's continued supervision.
2. Continue to assure the department's compliance with federal consent decrees governing the state's adult and juvenile correctional systems and seek modifications of federal court mandates.
3. Offer crime victims and other directly affected persons the ability to register for notification about specified events in an inmate's movement through the corrections system and to request other assistance and information.
4. Oversee implementation of Project Clean-Up in state adult and juvenile institutions, maintaining an overall project service level of at least 19,000 manhours per week.

To afford departmentwide direction and support, the Office of the Secretary Program provides departmentwide administration, policy development, financial management and leadership, sets the standards for ongoing audit programs, and maintains a corporate culture for management excellence.

The department secretary is responsible for the functioning and control of all programs within the department. The secretary formulates regulations and determines policies regarding management, personnel, and total operations. The deputy secretary is responsible for special duties and functions as assigned by the secretary. Executive support staff ensures that all administrative functions are carried out. The Legal Services Section represents and defends the department in pertinent litigation, including civil service matters. The chief of staff serves as chief administrative officer of the department's executive and administrative operations, coordinates headquarters policies, and addresses and resolves broad administrative issues that impact the whole department.

The Office of the Secretary Program also maintains the Crime Victims Services Bureau, which publicizes and provides a way for crime victims and their family members to be kept informed about: successful court appeals; parole board or pardon board hearings or other release hearings; information regarding dates of possible release from physical custody, escape, apprehension or otherwise; and inquiries concerning the department's policies and programs for inmates.

The office is also responsible for implementation of and reporting on Project Clean-Up, a joint effort of the Department of Public Safety and Corrections (DPS&C), Corrections Services, and the Department of Transportation and Development (DOTD). Project Clean-Up was developed and implemented to support the commitment of the governor and first lady to improve the appearance of roads and highways across the state. The project involves DPS&C inmate crews for litter pickup and DOTD work crews for mowing and litter collection. In addition to picking up litter, adult inmates and juvenile offenders suitable for outside work details are assigned to clean out ditches, mow grass, and perform general maintenance tasks to help improve the state's appearance. Project Clean-Up inmate crews are supervised by correctional officers who are equipped with radios and telephones.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2000-2001. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

The objectives and performance indicators that appear below are associated with program funding in the Base Executive Budget for FY 2000-01. Specific information on program funding is presented in the financial sections that follow performance tables.

1. (KEY) To maintain American Correctional Association (ACA) accreditation departmentwide.

Strategic Link: This operational objective is related to the program's Strategic Objective I.1: *To maintain American Correctional Association (ACA) accreditation through FY 2001. By achieving and maintaining departmentwide ACA accreditation, it is the intent of the department to demonstrate that the department can govern itself without the federal court's continued supervision.*

Explanatory Note: The mission of the Department of Public Safety and Corrections, Office of Corrections Services is to provide for the custody, control, care and treatment of adjudicated offenders through enforcement of the laws and implementation of programs designed to ensure the safety of the public, staff and inmates and reintegrate offenders into society.

American Correctional Association accreditation encompasses all of the department's goals and priorities and serves as a catalyst for productive change in the policy-making, management, and operational processes in the state's correctional institutions, probation and parole divisions, and contract programs. ACA is a national, non-profit organization of correctional professionals and practitioners that has developed rigorous standards for prisons and other correctional operations. The core of the department's plan involves achievement of accreditation department-wide. This achievement demonstrates that the department can govern itself without the federal court's continued supervision. Accreditation is a credential that identifies the state correctional system as stable, safe and constitutional.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Percentage of department institutions and functions with ACA accreditation	100%	100%	100%	100%	100%	100%

2. (SUPPORTING) To annually monitor system compliance with federal court mandates.

Strategic Link: This operational objective is related to the program's Strategic Objective II.1: *Annually monitor system compliance with federal court mandates.*

Explanatory Note: The department has been or remains under several court mandates pertaining to systemic and specific issues:

Head v. King (regarding mental health issues at Louisiana State Penitentiary): This case was dismissed effective August 1, 1995.

Hamilton v. Morial (regarding conditions in Orleans Parish): The department is a party to the suit because state inmates are being housed there.

Hayes v. Williams, et al v. Bruce N. Lynn, et al (regarding medical conditions at Louisiana State Penitentiary): A three-week trial was held in September 1994 and post-trial pleadings were submitted. As of October 1998 the case is administratively closed. The case was dismissed in 1999.

Hayes v. Williams, et al v. John McKeithen, et al (CA 71-98-B) (consent decrees at all institutions regarding general conditions of confinement) On September 26, 1996, United States District Court Judge Frank Polozola approved a settlement releasing 105 of the 110 state and local correctional facilities from court control effective April 1, 1997. The agreement transfers total responsibility for the institutions back to state and local officials after a six-month transition period. It also formally acknowledges the partnership that has been established between the state local sheriffs in the housing of state inmates. As of October 29, 1998, only the four juvenile institutions remain under consent decrees.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
S	Percentage compliance with federal consent decrees	Not applicable ¹	100%	100%	100%	100%	100%

¹ This was a new performance indicator for FY 1999-00. It did not appear under Act 19 of 1998 and has no FY 1998-99 performance standard.

3. (SUPPORTING) Through the Crime Victim Services Bureau, to increase the amount and quality of communications with crime victims, witnesses, and facilities on an annual basis.

Strategic Link: This operational objective is related to the program's Strategic Objective III.1: *To increase the amount and quality of communications with crime victims, witnesses, and facilities on an annual basis.*

Explanatory Note: Explanatory Note: In November 1993, the department reconfigured existing resources to establish a Crime Victims Services Bureau. In 1995 the legislature added broad bureau functions to statute. The bureau offers victims, witnesses, and their families a direct means of continued participation in the criminal justice system when a criminal offender is sentenced to state custody. Specifically, crime victims and others directly affected by the criminal actions of an inmate in state custody are encouraged to contact the bureau to: (1) register for formal notice about specific changes in an inmate's circumstances--i.e., a court ruling affecting sentence length, a scheduled hearing before the Parole Board or Pardon Board, escape, furlough, or release from prison; and (2) get answers about the department's policies and programs and the laws underlying them.

The bureau offers a toll-free telephone number, which is also advertised as the one that persons should call to stop unsolicited communications from inmates in state custody. Bureau operations are central to the requirement that certain courts be notified about an inmate's possible release dates and support statutory requirements regarding notice to victims of sex offenses. Headquarters personnel, institutional staff, and probation and parole officers cooperate to carry out victim notification and other bureau functions.

GENERAL PERFORMANCE INFORMATION: CRIME VICTIMS SERVICES BUREAU					
PERFORMANCE INDICATOR NAME	PRIOR YEAR ACTUAL FY 1994-95	PRIOR YEAR ACTUAL FY 1995-96	PRIOR YEAR ACTUAL FY 1996-97	PRIOR YEAR ACTUAL FY 1997-98	PRIOR YEAR ACTUAL FY 1998-99
Number of crime victim notification requests (first contacts only)	328	366	563	790	992

4. (KEY) To oversee implementation of Project Clean-Up in state adult and juvenile institutions, maintaining an overall average project service level of at least 19,000 man-hours per week.

Strategic Link: This operational objective is related to the program's Strategic Objective IV.1: *To increase the number of adult and juvenile institutions and project service level in Project Clean-Up during 1999-2003.*

Explanatory Note: Project Clean-Up is a joint effort of the Department of Public Safety and Corrections, Corrections Services, and the Department of Transportation and Development (DOTD). It was developed and implemented to support the commitment of the Governor and First Lady to improve the appearance of roads and highways across the state. The project involves inmate crews from all 15 adult and juvenile institutions and 8 parishes for litter pickup and DOTD work crews for mowing and litter collection. In addition to picking up litter, adult inmates and juvenile offenders suitable for outside work details are assigned to clean out ditches, mow grass, and perform general maintenance tasks to help improve the state's appearance. These crews are supervised by correctional officers who are equipped with radios and telephones.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Overall project service level (in man-hours per week)	17,000	18,944	19,000	19,000	19,000	19,000

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1998-1999	ACT 10 1999- 2000	EXISTING 1999- 2000	CONTINUATION 2000 - 2001	RECOMMENDED 2000 - 2001	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$1,582,078	\$1,522,081	\$1,522,081	\$1,543,995	\$1,523,493	\$1,412
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$1,582,078	\$1,522,081	\$1,522,081	\$1,543,995	\$1,523,493	\$1,412
EXPENDITURES & REQUEST:						
Salaries	\$871,537	\$953,362	\$953,362	\$976,311	\$879,482	(\$73,880)
Other Compensation	22,465	26,082	26,082	26,082	83,082	57,000
Related Benefits	140,806	194,351	194,351	197,506	189,036	(5,315)
Total Operating Expenses	95,167	114,337	114,337	116,623	114,337	0
Professional Services	357,393	61,200	61,200	62,424	92,507	31,307
Total Other Charges	92,245	148,849	148,849	148,849	148,849	0
Total Acq. & Major Repairs	2,465	23,900	23,900	16,200	16,200	(7,700)
TOTAL EXPENDITURES AND REQUEST	\$1,582,078	\$1,522,081	\$1,522,081	\$1,543,995	\$1,523,493	\$1,412
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	17	18	18	18	17	(1)
Unclassified	4	4	4	4	4	0
TOTAL	21	22	22	22	21	(1)

SOURCE OF FUNDING

This program is funded entirely with State General Fund.

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$1,522,081	\$1,522,081	22	ACT 10 FISCAL YEAR 1999-2000
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$1,522,081	\$1,522,081	22	EXISTING OPERATING BUDGET – December 3, 1999
\$17,382	\$17,382	0	Annualization of FY 1999-2000 Classified State Employees Merit Increase
\$8,722	\$8,722	0	Classified State Employees Merit Increases for FY 2000-2001
\$5,893	\$5,893	0	State Employee Retirement Rate Adjustment
(\$376)	(\$376)	0	Teacher Retirement Rate Adjustment
\$16,200	\$16,200	0	Acquisitions & Major Repairs
(\$23,900)	(\$23,900)	0	Non-Recurring Acquisitions & Major Repairs
(\$57,659)	(\$57,659)	0	Salary Base Adjustment
(\$20,774)	(\$20,774)	0	Attrition Adjustment
\$57,000	\$57,000	0	Other Adjustments - Other Compensation Adjustment
\$31,307	\$31,307	0	Other Adjustments - Additional Professional Services funding for court appointed attorneys
(\$32,383)	(\$32,383)	(1)	Other Technical Adjustments - Transfer of one (1) Office Coordinator position to the Office of Management and Finance program to properly reflect funding in the appropriate program.
\$1,523,493	\$1,523,493	21	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$1,523,493	\$1,523,493	21	BASE EXECUTIVE BUDGET FISCAL YEAR 2000-2001
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$1,523,493	\$1,523,493	21	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 100.1% of the existing operating budget. It represents 81.1% of the total request (\$1,877,987) for this program. A decrease of one (1) Officer Coordinator position with associated funding is reflected due to its transfer to the Office of Management and Finance program. This transfer will properly reflect funding in the appropriate program.

PROFESSIONAL SERVICES

\$92,507 Court Appointed Attorneys for inmates

\$92,507 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$148,849 Federal Court Special Investigator appointed by Federal Judge Frank J. Polozola to be the Court's expert in matters relative to Hayes Williams, et al versus John J. McKeithen, et al

\$148,849 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$16,200 Replace various pieces of office equipment

\$16,200 TOTAL ACQUISITIONS AND MAJOR REPAIRS